

DEPUTY DIRECTOR OF NURSING - NURSING EDUCATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for planning, organizing and supervising the nursing education program at the Westchester County Medical Center. The incumbent coordinates the implementation of nursing policies and procedures, establishes qualifications for all nursing staff levels, establishes institutional standards and evaluates nursing education practices and develops a system of recording to ensure compliance with State Education standards. Supervision is exercised over instructional personnel and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes and supervises a comprehensive nursing education program at the Westchester County Medical Center;

Participates in evaluating nursing education practices and in establishing institutional standards of practice for all aspects of nursing education in cooperation with New York State Education standards and regulations;

Develops course content and curriculum, coordinates clinical and academic instruction and provides guidance to students and instructors as required;

Establishes qualifications of all levels of nursing staff in conjunction with the Associate Director of Hospital - Nursing Services and Education, and ensures compliance;

Assists in the development of Nursing In-service Education Programs and monitors progress to ensure quality education is provided and maintained;

Assists the Associate Director of Hospital - Nursing Service and Education in establishing appropriate staffing patterns;

Directs the maintenance of a comprehensive record system of reporting including type of instruction, clinical experience, etc. in accordance with applicable state regulations;

Participates in programs promoting and publicizing nursing education programs to encourage enrollment;

Coordinates clinical nursing programs with specific hospital units to ensure their needs are met.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles of current nursing education techniques and procedures; Comprehensive knowledge of the principles and practices of education with particular reference to their application to the education of nursing students; thorough knowledge of principles of nursing service administration; thorough knowledge of Westchester County labor management practices as well as current Civil Service and hospital personnel practices; thorough knowledge of New York State Nurse Practice Act to include diagnosing and treating human responses to actual or potential health problems through such services as case finding, health teaching, health counseling, and provision of care

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continue)

supportive to or restorative of life and well-being; thorough knowledge of Joint Commission of Accreditation of Hospitals, American Nursing Association, and State Health Department accrediting requirements; good knowledge of current concepts of community health nursing practice, specifically with relation to hospital-community based programs; ability to direct and coordinate a large nursing education program; ability to communicate to all levels of nursing staff as well as division directors and instructors in a professional manner; demonstrated competence in nursing administration; initiative; sound professional judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Department of Education, as a Registered Professional Nurse, a Bachelor's Degree* in Nursing or related specialty, five years of professional nursing experience in a hospital or health care agency, three years of which must have been in providing instruction to nursing students, and a Master's Degree* in Nursing Administration or Education, Hospital or Health Administration, Health Education or Psychology.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.